



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

TRARONEIGHTSIXINST 5215.2C
00

29 JUN 2016

TRARON EIGHT SIX INSTRUCTION 5215.2C

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: DEPARTMENT ORIGINATOR CODE

Ref: (a) SECNAV Manual M-5216.5

1. Purpose. To become uniform within CNATRA and CTW-6 in regards to originator codes. Per reference (a), the command will determine the makeup of the originator's code.

2. Cancellation. TRARONEIGHTSIXINST 5215.2B

3. Action. When typing naval correspondence, the following originator codes will be used to identify each department within Training Squadron EIGHT SIX effective immediately:

a. Commanding Officer	00
b. Executive Officer	01
c. Administrative Department	N1
d. Safety Department	N2
e. Operations Department	N3
f. Resources Management Systems Department	N4
g. Plans and Production Department	N5
h. Standardization/Training/Curriculum Department	N7
i. Student Control Department	N8
j. Flight Instructor Training Unit	N9
k. Reserve Department	N00R

29 JUN 2016

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Administrative Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instructions. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the Five-year anniversary date, or an extension has been granted.



J. R. LOSIEVSKY

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